



FIRE DEPARTMENT CIVIL SERVICE APPLICANT INFORMATION



The City of Kingsville Fire Department is a civil service and collective bargaining department consisting of 31 firefighters. Applicants are required to meet minimum qualifications, as set forth by the Texas Commission on Fire Protection, the Texas Local Government Code Chapter 143, Kingsville Civil Service Commission.

ENTRY-LEVEL MINIMUM REQUIREMENTS

1. Age - 18 years of age but not 45 years of age or older
 2. Education - High School diploma or GED certificate
 3. Valid Driver's License
 4. Certifications
 - A. Basic Structure Fire Suppression Firefighter Certification issued by the Texas Commission of Fire Protection (TCFP)
- AND**
- B. Active EMT certification issued by the Texas Department of State Health Services.
- OR**
1. Certified TCFP Structural Firefighter currently enrolled in a Paramedic school with expected graduation within 6 months
- OR**
2. Licensed or Certified Texas EMT-Paramedic and required to complete the Texas Structural Firefighter certification within 6 months of hire

HOW TO APPLY: Visit www.cityofkingsville.com Email hadmin@cityofkingsville.com

Applications available at City Hall, 400 W. King Ave., Kingsville, Texas. For more information, contact the HR Office at (361) 595-8017.

BENEFITS

Compensation:	Fiscal Year (FY) 20-21 Average Annual Base \$46,825.
Education Pay:	\$50 - \$200 per month depending on degree
Certification Pay:	Various certifications ranging from \$25 to \$400 monthly
Insurance:	Ranges from \$78.50 to \$209 per month per family unit depending on coverage type. (Insurance subject to change by City Commission action) Additional insurances available at employee cost. City provided life insurance.
Retirement:	Texas Municipal Retirement System (TMRS) Employee contribution 7%; Employer retirement match 1.5:1 (20 years of service or 5 years and age 60) TMRS Military Buyback and Prior Service Credit options
Deferred Comp.:	Nationwide & ICMA-RC programs available for additional pre-tax contributions.
Vacation Leave:	Accrue 144 - 216 hrs. per year (depending on years of service)
Sick Leave:	Accrue 144 - 180 hrs. per year (depending on years of service) Sick Leave Buyback Program
Holiday Leave:	192 hrs. (annually)
Longevity:	\$ 4.75 per month per year of service
Uniforms:	Employer provided uniforms and laundry service

VETERAN'S CREDIT: Candidates with an Honorable discharge from the military after 24 months of service are eligible for veteran's credit provided proof of military service (DD-214) is submitted prior to the examination. Veteran's credit equals to five (5) points added to a passing score of 70 or better on the written exam.

You are required to completely fill out an application for employment and enclose copies of certain documents to the Human Resources (HR) Office. Also, you must keep the HR Office informed of any changes in contact information (address, phone #, etc.) and employment status. Failure to do so may result in disqualification.

APPLICATION AND SELECTION PROCESS

The application process for a Firefighter with the City of Kingsville is in **six (6) phases**. Listed below is a brief overview of each phase. Each phase must be successfully completed to progress to the next phase of the hiring process. ***An applicant may be disqualified from consideration during any phase.***

PHASE 1 WRITTEN EXAMINATIONS

The following areas are tested: listening comprehension, reading comprehension, and mathematics. A score of 70% is the minimum passing score. **Note: Civil Service regulations require qualified Veterans, who take the written examination, receive five (5) points in addition to his/her passing grade of 70% or better.**

PHASE 2 PHYSICAL AGILITY TESTS

Applicants successfully completing Phase 1 are required to perform a physical agility test at a time and date specified.

PHASE 3 BACKGROUND INVESTIGATIONS

Applicants successfully completing Phase 2 are required to complete a detailed **Personal History Statement**.

PHASE 4 INTERVIEWS

Applicants successfully completing Phase 3 may go before an Interview Board consisting of a four (4) member panel.

PHASE 5 PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATIONS

As positions become available, applicants successfully completing Phase 4 are scheduled for a psychological written and oral examination.

PHASE 6 PRE-EMPLOYMENT PHYSICAL EXAMINATIONS

Applicants successfully completing all previous phases are scheduled for a physical examination with a City authorized medical physician.

Applicants successfully completing Phases 1 and 2 are placed on an **Eligibility List**. This list is valid for one year from the date of the written examination. Candidates not hired within one-year of the exam are required to retest and go through each of the phases again when the opportunity arises.

AN EQUAL OPPORTUNITY EMPLOYER

REASONS FOR DISQUALIFICATION

The following are examples of issues which will disqualify an applicant from further consideration at any stage of the hiring process.

1. A conviction for being under indictment for or currently charged with any felony offense.
2. A conviction of Class "A" or Class "B" misdemeanor offense within 60 months preceding date of application.
3. A conviction DWI and/or DUI within 3 years preceding date of application.
4. Currently on probation for any offense. For the purpose of these requirements, a person is convicted of an offense when adjudication of guilt is entered by a court of a competent jurisdiction, or a plea of guilt is entered, including situations where:
 - A. The sentence is subsequently probated, and the person is discharged from probation.
 - B. Deferred adjudication is granted.
 - C. The accusation, complaint, information, or indictment against the person is dismissed and the person is released from all penalties and disabilities resulting from the offense.
 - D. The person is pardoned for the offense, unless the pardon is expressly granted for the subsequent proof of innocence.
5. Illegal use of marijuana within 3 years preceding the date of the application.
6. Illegal use of any controlled substance or dangerous drug other than marijuana within 5 years preceding date of application.
7. Illegally furnished any controlled substance or dangerous drug to another.
8. Excessive record of traffic convictions or negligent traffic collisions within 3 years application date. This is defined as:
 - A. Conviction of two or more moving violations.
 - B. Driver's license suspension for driving while intoxicated, failure to carry liability insurance for any reason that would indicate poor driving behavior.
 - C. A series of negligent collisions that would indicate poor driving behavior or habits, whether citations were issued.
9. History of failing to maintain financial responsibility without extenuating circumstances.
10. Discharged from the Armed Forces with a dishonorable discharge, or a general discharge indicating bad conduct or any other designation indicating bad character
11. Member of any organization, which advocates the overthrow of a governmental agency by force or violence.
12. Resigned or been terminated from the Kingsville Fire Department within the 24 months preceding the date of application for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment being rendered.
13. Employee in the Kingsville Fire Department related to the applicant within the second degree of affinity (marriage) or within third degree of consanguinity (blood relation).
14. Failing to cooperate fully or provide information requested during the interview and selection processing.